

24 March 1952

MEMORANDUM FOR THE FILES:

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1. A meeting was held on 14 March 1952 at which were present Mr. [redacted] from the Office of Collection and Dissemination and Mr. [redacted] of the Budget Division. This meeting was held at the request of OCD to discuss what could be done to ensure that OCD budget estimates for fiscal year 1954 are keyed or in line with estimates for CIA as a whole.

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2. The representatives of OCD stated that inasmuch as OCD is a "service" organization proposed changes in other segments of the Agency as expressed in the budget submissions have a direct effect upon the scope and magnitude of OCD operations in the budget year. As examples it was pointed out that if the analytical staff of ORR is increased, a correspondingly greater number of requests for information and service will have to be met by OCD; or, if OPC plans to intensify psychological warfare, increasingly heavy demands can be expected upon Graphics Register to procure necessary film subjects, etc. It was proposed to the Budget Division representatives that OCD be given certain information based on budget estimates of other offices as to proposed significant changes which may have a direct effect upon OCD workload and that the deadline for OCD submission be set back two or three weeks to permit OCD to revise its budget estimates in accordance with requirements of other offices. OCD feels that with such type of information and a staggered submission date that the estimates of OCD would more accurately reflect actual requirements than would otherwise be possible.

3. The Budget Division agreed that sound estimates were not possible without coordination of estimated requirements. Mr. [redacted] stated that it is hoped that the Call for Estimates for Fiscal Year 1954 will contain a policy statement guideline for all offices to follow in determining individual office requirements which would be valuable to all offices but particularly to those which are "service" organizations. He also suggested that OCD should assume responsibility for coordination of its estimates with those of other offices throughout the budget preparation period inasmuch as OCD is best qualified to determine which offices and areas of activity will affect OCD operations in the budget year. Mr. [redacted] further stated that when estimates are submitted to the Budget Division they are usually predicated on broad, general plans of work and that it is difficult to ascertain with any certainty the effects these proposals will have on the detailed requirements of OCD. Mr. [redacted] agreed, however, to provide OCD, after preliminary review of the estimates submitted by the various offices, with an analysis of significant trends which would relate to OCD estimates and to permit that office to revise their original budget estimates, if necessary, to reflect the change which may result from such an analysis. (Because of the tight budget timetable, it was pointed out that the original OCD estimates would have to be submitted on schedule subject to later amendment if found necessary.)

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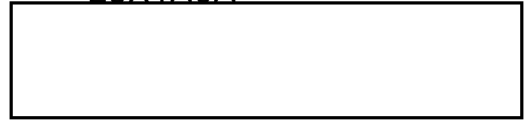
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Mr. requested that OCD prepare a "guide" list indicating the
criteria to be applied by the budget analysts in selecting and analyzing
the trends which will affect the future requirements of that office.

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cc: OCD (2)
Comptroller
Signer's copy

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